

Emergency Evacuation Checklist

Contact vendors with whom you have contracted to provide assistance in emergencies:

- Transportation provider
- Labor provider for loading and unloading
- Medical suppliers
- Water suppliers
- Food suppliers
- Evacuation host shelter sites

WHEN PRECAUTIONARY EVACUATION IS IMMINENT

- Update and issue ID bracelets
- Order emergency medical supplies
- Order emergency water supply
- Order emergency food supply
- Contact transportation providers and confirm arrangements
- Evacuation maps to host shelter sites
- Contact labor providers and confirm arrangements
- Medication Administration Records
- Treatment Record
- Pill cutter, pill crusher
- Thickening agents
- Vitals kit including blood pressure cuff, stethoscope
- Glucometer with calibrators, lancets and test strips, insulin syringes and insulin
- Syringes and hypodermics
- PEG tube feeding products, extra tubing and syringes
- Basic PPE including gowns, masks (basic and N95s), red and yellow bags, gloves
- Packaged bed bath sets and wipes
- Hand sterilizer
- Stick-on labels and name tags
- Extra pens, markers, and other basic office supplies
- Care items for each resident such as:
Glasses, dentures, hearing aids with an extra battery, oxygen supplies including an extra set of tubing
- Duct tape
- Plastic sheeting

THINGS YOU WILL NEED FOR EVACUATION

- Ramp to load residents on buses
- Medicine carts
- MAR (whole chart if possible)
- Clothing with Clients' name on their bag
- Water supply for trip
- Crash cart
- Emergency drug kit
- Bingo and/or other games
- Communications devices: cell phones, walkie-talkie, weather radio, CB (bring all you have)
- Air mattresses or other bedding
- Facility checkbook
- Cash, including quarters for vending machines, laundry machines, etc.
- Important papers: insurance policies, titles to land and vehicles, etc.
- List of important phone numbers/rolodex
- Emergency prep box: baggies, yarn, batteries, flashlights, duct tape, string, wire, knife, hammer and nails, pliers, screwdrivers, fix-a-flat, etc
- Non perishable food items
- Dietary workers
- Disposable plates and utensils
- Diet cards
- Additional items as needed